

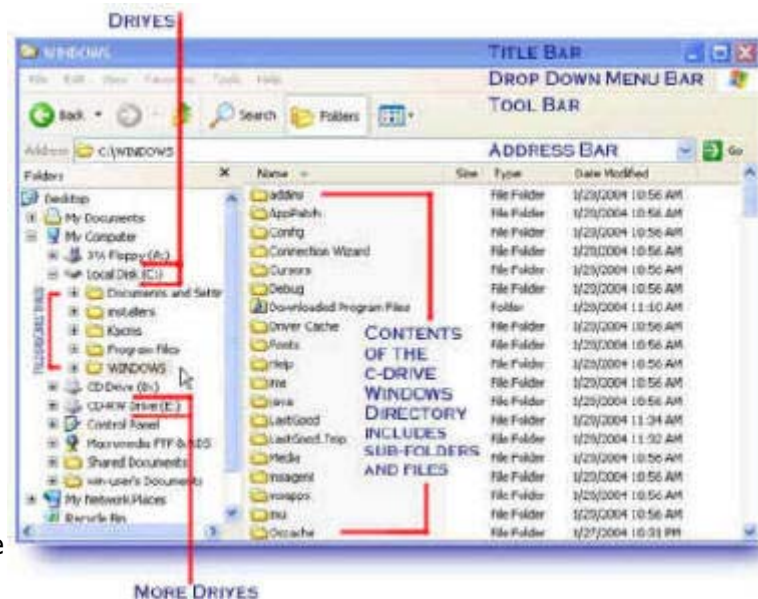
# File Management



## LEARNING TO USE WINDOWS EXPLORER

We will learn about file management in the steps below, but first we'll examine this image of Windows Explorer. In a Windows operating system, there are several ways to do everything ... to open Windows Explorer you may:

- On the Keyboard press the windows key (next to the alt key) and press down "e" at the same time,
- click on the start button in the task bar at the bottom of the monitor, select programs, select accessories, then double click on the Windows Explorer listing, or
- right click on the start button in the task bar, select Explore and the program will open.



Originally this **tool** was shown as a filing cabinet (icon) with folders inside of filing drawers, etc.

The **left side** of Explorer's window are the folders at various levels. The Desktop is the very top level.

My documents, My computer, My Network Place, Recycle Bin, etc. are the second level (on most computers the second level of Explorer includes all the folders on the desktop - not the shortcut icons.)

The plus sign [+] on a folder means that more folders and files are contained inside. When you click on the plus sign, the list expands to show the folders.

A minus sign [-] on a folder means that it is fully expanded. You can click on the minus sign to collapse the list.

When you select a folder, the icon changes to appear to be open, with its contents spilling out into the right panel. In the **right side** are the folders and files that are contained within the folder you select in the left panel.

## Practice Exercise

- Click the Plus sign (+) to expand the list of folders in the left panel.
- Click the Minus sign (-) to collapse the list.
- Click on the folders in the left panel to see how the subfolders and files are displayed on the right panel.
- Use the scroll bars in the windows to navigate.
- Click on the items on the menu bar to see the options provided.
- Identify in your Explorer all the items identified above.